```
_____                          _____
] PROCEDURE:  3060 ]        Data Operations    ] DATE: 02/26/98
]_____]       DATA OPERATIONS TEAM ]_____
```

```
_____
] TITLE:  S.O.P. Update Procedures
]
]_____
```

```
_____
] Purpose ]
]_____]
```
To set forth the procedures for routing all new and revised computer
room procedures to operations.

To maintain a formalized flow of new and updated procedures to
operations so that (a) all recipients of the procedures receive the
same information, (b) updates in procedures are sent to operations
and entered into the S.O.P manual in a timely manner.

```
_____
] Definitions  ]
]_____]
```
Computer Room Procedures: provided to computer room personnel by any
organizational unit that is to be used as standard procedure when
operating the computer system.

SOP Manual: written copy of all computer room procedures used by
computer room personnel.

```
_____
] Procedure  ]
]_____]
```
The author routes the procedural change or addition to Data Operations
via Office\Vision or in written form. The information is then adapted
into the standard S.O.P format on TSO by the designated S.O.P
update coordinator. The new or changed procedure is issued with the
next scheduled S.O.P update (usually bi-monthly) or with a special
memo issued immediately upon updating the procedure.

This is the current version of a document previously issued on 03/06/86